



County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

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WILLIAM T FUJIOKA  
Chief Executive Officer

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

August 28, 2012

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The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

Dear Supervisors:

**COUNTYWIDE CLASSIFICATION ACTIONS  
TO IMPLEMENT THE FISCAL YEAR 2012-2013 FINAL BUDGET  
(ALL SUPERVISORIAL DISTRICTS - 3 VOTES)**

**SUBJECT**

This letter and accompanying ordinance will update the tables of classes of positions and the departmental staffing provisions by implementing classification actions related to the Board of Supervisors' approved Fiscal Year (FY) 2012-2013 Final Budget, by deleting classifications, by restoring a classification, by changing the title of a classification and by implementing other routine technical adjustments and corrections to reflect earlier Board-approved budget and classification actions.

**IT IS RECOMMENDED THAT YOUR BOARD:**

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to update the departmental staffing provisions to reflect positions allocated, deleted, and transferred in the FY 2012-2013 Final Budget, to delete four (4) non-represented classifications, to restore one (1) classification and to implement routine technical adjustments and corrections to reflect earlier Board-approved budget and classification actions.

*"To Enrich Lives Through Effective And Caring Service"*

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### **PURPOSE/JUSTIFICATION FOR RECOMMENDED ACTIONS**

The majority of actions recommended in this letter were approved - in concept - by your Board of Supervisors (Board) as part of the FY 2012-2013 Final Budget on June 25, 2012. Since that time, we have been working to gather and analyze the required information to determine and allocate the appropriate level and classification of new positions. This letter implements these specific changes to the departmental staffing provisions.

Your Board's approval of this ordinance will fulfill the Charter requirement to provide, by ordinance, for the number of County employees. It will also provide the authority for County departments to fill new positions allocated in the FY 2012-2013 Final Budget, delete positions no longer needed or as a result of curtailments, and make other adjustments as necessary. These recommendations are a routine part of the annual budget process.

#### **Deleted Classifications**

In conjunction with our continuing goal of reducing classifications, we are recommending the deletion of four (4) vacant non-represented classifications (Attachment A). Also, five (5) vacant represented classifications have been approved for deletion by the Employee Relations Commission (ERCOM). The affected departments have consented to these class deletions. In addition, any compensation provisions identified with the classes will be amended accordingly. This recommendation is consistent with the County's strategy to reduce the number of obsolete classifications.

#### **Restored Represented Classification**

We are recommending that the Senior Electrician classification be restored to the County Classification Plan (Attachment A). In a May 15, 2012 Countywide Reclassification Board Letter, your Board approved the deletion of this classification. The Senior Electrician classification is being restored as a result of an organizational study performed in the Fire Department, which indicates there is an operational need for the Senior Electrician classification. ERCOM has approved the restoration of this represented class.

### Title Change

We are recommending a title change for the department-specific classification of Civilian Investigator, Sheriff to a generic title of Civilian Investigator to allow the Department of Health Services to utilize this classification (Attachment A). This recommendation will provide for a broad-class that can be utilized by departments to comply with enforcement requirements.

### Technical Adjustments and Corrections

In addition to classification actions directly related to the FY 2012-2013 approved budget, other technical and routine adjustments and corrections are being made to the staffing provisions of various County departments to reflect earlier Board-approved budget and classification actions. These adjustments include position curtailments and adjusting entries from previous classification actions such as classification studies, reorganizations, and midyear allocations. The detailed list of adjustments was distributed to your offices, and your Board Deputies were briefed at an Operations Cluster meeting on August 9, 2012.

### Implementation of Strategic Plan Goals

Your Board's approval of the accompanying ordinance will further the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County.

### FISCAL IMPACT/FINANCING

The cost of and financing for the new position recommendations have been included in the FY 2012-2013 Final Budget. There is no cost associated with any other actions in this ordinance.

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**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Pursuant to Article III, Section 11(3) of the Charter of the County of Los Angeles, the Board of Supervisors is "to provide, by ordinance, for the number of assistants, deputies, clerks, attaches, and other persons to be employed from time to time in the several offices and institutions of the County, and for their compensation and the times at which they shall be appointed." The County Charter also authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Your approval of these recommendations will enable departments to effect personnel actions associated with the FY 2012-2013 Final Budget. Ultimately, this will enhance the quality of services provided to the public.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:EFS:SJM  
AE:KP:ra

Attachment

c: Executive Office, Board of Supervisors  
County Counsel  
Auditor-Controller  
Human Resources  
Affected Departments

## ATTACHMENT A

### NON-REPRESENTED CLASSES RECOMMENDED FOR DELETION

Item No.	Title
1491	Division Chief, LPS Conservatee Case Management Services, Mental Health
1022	Head, Management Services, Public Works
9422	Member, Narcotics & Dangerous Drugs Commission*
5492	Mental Health Clinical District Chief, MD

### REPRESENTED CLASSES RECOMMENDED FOR DELETION

Item No.	Title
6383	Butcher
2411	Materials Management Analyst
7051	Micrographics Technician, Sheriff
2319	Sales Clerk, Sheriff
3579	Senior Structural Engineering Assistant

**REPRESENTED CLASS RECOMMENDED FOR RESTORATION**

<b>Item No.</b>	<b>Title</b>	<b>Salary Schedule &amp; Level</b>		
6472	Senior Electrician	07/01/2007	F	\$5,929.29
		01/01/2008	F	\$6,107.17
		07/01/2008	F	\$6,275.12
		01/01/2009	F	\$6,463.37

**REPRESENTED CLASS RECOMMENDED FOR TITLE CHANGE**

<b>Item No.</b>	<b>Current Title</b>	<b>New Title</b>
1641	Civilian Investigator, Sheriff	Civilian Investigator